



## Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

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[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

## JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!  
Close to Bus Routes, Light Rail, & Parking Garages*

### **Research Analyst II (G)/Research Program Specialist I**

**Monthly Salary: (RA II)\$4,619 - \$5,616; (RPSI)\$4,833 - \$5,874**

**One Limited Term 24-month/Full-Time Position (May Become Permanent)**

**Location: Downtown Sacramento**

**Position Number: 443-300-XXXX-XXX**

**Refer to Job ID# J09-020**

**Final Filing Date: January 20, 2010**

*The Managed Risk Medical Insurance Board is impacted by the Governor's imposed three days a month mandatory furlough. Each employee shall be required to take the first, second and third Friday off each month without pay. This furlough is currently imposed through the completion of the June 2010 pay period. The amount of the three furlough days will be about a 15% salary reduction from the base salary rates stated on this Job Opportunity Bulletin.*

### **General Statement of Duties:**

Under the general direction of the Staff Services Manager I, the Research Analyst II (RA II)/Research Program Specialist I (RPS I) is responsible for independently planning, performing complex healthcare research and trend analyses to support MRMIB's operations of state-wide programs. This includes analyses of Legislative and Administration policy proposals to expand health care access to California's high risk and low-income uninsured populations; researching cost/benefit strategies and alternatives for the operations of MRMIB's programs and Single Point of Entry; and administrative services operations. The RA II/RPS I leads Program Specialists (SSA/AGPAs) in special projects under the supervision of the SSMI.

The RA II/RPS I provide expert consultative services on the feasibility and impact to program operations of proposed policy changes. The research and lead responsibilities are in specialized areas concerning program eligibility requirements and the enrollment processes, electronic data transfer processes between the Administrative Vendors and participating plans and the Statewide Medi-Cal Eligibility Data Systems and other related statewide income verification systems. The analysis and research outcomes help define operational requirements for MRMIB's programs which support cost effectiveness and streamlining strategies. Research is defined as systematic, critical, intensive investigation directed towards either comprehensive subject knowledge or programmatic issue resolution.

Independently develops and utilizes research methodology in identifying all tasks related to the development and implementation of eligibility and enrollment requirements for MRMIB's programs. This includes the development of multifaceted recommendation for management review and approval. Presents detailed reports of findings, in written and oral formats to management. Provides recommendations for the Administration, health advocates, local governments, Legislature and MRMIB management on the development and implementation implications of policies for the MRMIB programs.

Facilitates Single Point of Entry and HFP bi-weekly technical meetings with the Department of Health Care Services (DHCS) and is responsible for the timely completion of related action items. Manage complex projects (i.e. programmatic policy changes) requiring the individual to lead a team and the project. Coordinates with other state departments and the Administrative Vendors on issues affecting program policies and procedures. Facilitates regular meetings and is responsible for the timely completion of related action items.

Coordinates and provide the Eligibility Training Academy (ETA) to staff on an annual basis, in addition, the RAI/RPS I is the MEDS coordinator and as the MEDS coordinator, the RAI/RPS I is provided internal internet access to other state departments websites to provide extensive research of various data and policies issues affecting our programs policies and procedures.

Research other states programs and trends and develops detailed, complex comparative analysis on various aspects of the other states' programs. Provide trends analysis of various monthly administrative vendor statistical reports, including trend analysis of appeals received by the programs and MRMIB. Also, attend County Welfare Department Association (CWDA) monthly meetings along with other agencies and advocates. Attend Board meetings and make technical research presentations to the Board.

**PHYSICAL DEMANDS:** Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

**TYPICAL WORKING CONDITIONS:** Requires prolonged sitting, use of telephone and personal computers, calculators and represent the Program at various meetings in and out of the office. Requires frequent contact with the MRMIB's administrative vendors, employees from the Department of Health Services and other State and Federal Agencies. Requires the ability to travel periodically within the State and out of the State as necessary. Requires normal hours of work to cover business hours of 8 a.m. to 5 p.m. with occasional Saturday work. The position may require extended hours as necessary to assure completion of projects within area of responsibility.

**DESIRABLE QUALIFICATIONS:** Bilingual skills in Spanish or Asian languages.

**OTHER EXPECTATIONS:** Strong computer skills. Strong written and oral communication skills. Proven leadership capabilities. Demonstrated success through the maximization of their teamwork skill set with the ability to inspire, motivate, and coach diverse work teams. Demonstrated decision-making ability based on objective data, research, analysis. Demonstrates ability to establish and maintain effective working relationships with management, staff and Board members, and to communicate effectively orally and in writing. Ability to work on multiple projects and meet deadlines. Demonstrates a commitment to performing duties in a service-oriented manner. Demonstrated a commitment to maintaining a work environment free from discrimination and sexual harassment. Maintains good work habits and adheres to all policies and procedures.

**Who May Apply:**

Individuals at the Research Analyst II (G)/Research Program Specialist I level or who have list or reinstatement eligibility to the classification(s) may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at [www.jobs.ca.gov](http://www.jobs.ca.gov)). In Section 12 of the application enter **Job ID# J09-020 and Position # 443-300-XXXX-XXX** and the basis for appointment eligibility. Send to:

**Managed Risk Medical Insurance Board  
1000 G Street, Suite 450  
Sacramento, CA 95814  
Attn: Molly Sira – Personnel**

**Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: January 20, 2010.**

If you have questions regarding this information, please contact Molly Sira at (916) 323-4138.

*Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*